



USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 11/2022
ISSUANCE DATE: 04/27/2022
CLOSING DATE: 05/20/2022 (6:00 pm Almaty local time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) No. 11-2022
Senior Regional Development Outreach & Communications Coordinator, USAID/Central Asia,
Almaty, Kazakhstan

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a USPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Corwin Edwards Digitally signed by Corwin Edwards
Date: 2022.04.27 14:55:11 +06'00'

Corwin Edwards
Acting Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 11/2022

2. ISSUANCE DATE: 04/27/2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 05/20/2022 (6:00 PM Almaty local time)

4. POINT OF CONTACT: USAID/CA Human Resources, e-mail: almatyhr@usaid.gov and centralasiajobs@usaid.gov (with autoreply)

5. POSITION TITLE: Senior Regional Development Outreach & Communications Coordinator (DOC)

6. MARKET VALUE: \$95,973-\$124,764 per annum (equivalent to GS-14). Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The U.S. Personal Services Contract will be for two years, (subject to possible three years extension).

8. PLACE OF PERFORMANCE: The duty post for this contract is Almaty, Kazakhstan. The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Central Asia Mission.

9. ELIGIBLE OFFERORS: U.S. Citizens

10. SECURITY LEVEL REQUIRED: Facility Access

II. STATEMENT OF DUTIES**1. Basic Function of the Position**

The Senior Regional Development Outreach & Communications Coordinator (DOC), working with the entire Mission staff, serves an important role in the USAID Central Asia mission. From developing, producing, and disseminating information about the mission's activities to helping support VIP visits, the DOCs' primary role is to act as a one-stop resource that provides concise and appropriate information regarding USAID's work and the impact of that work on the citizens it affects.

The DOC has a two-dimensional job—one that requires proactive tasks (like strategic planning and shaping the public's perception of USAID's assistance) as well as reactive tasks (like responding to last-minute inquiries and requests for information). The degree to which these areas are balanced is dictated by the varying pace of activity at the Mission and can differ regularly. The DOC also plays a valuable role in helping mission staff understand how to comply with USAID branding and marking regulations and messaging direction from Washington and how the host country's local audience perceives its programs.

USAID/Central Asia manages a complex development portfolio in a heavily politicized environment. USAID/Central Asia's FY 2021 operating year budget is valued at approximately \$47 million, while the total multi-year portfolio value is approximately \$334 million. This covers Kazakhstan, the Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan, and activities focus on interregional connectivity and cooperation. This includes increasing cross-border trade, creating a regional energy market and fostering regional water resource management. It also builds resilience to regional vulnerabilities such as human trafficking and violent extremism. USAID/Central Asia also manages bilateral programming in Kazakhstan focused on human rights and the rule of law, and Turkmenistan on governance and youth.

The USAID/Central Asia DOC reports directly to the Regional Strategy and Program Office (SPO) Director. SPO is responsible for managing the mission's strategic planning and budget formulation processes, and providing guidance for implementing the program cycle, including how the mission designs new activities, partners with various stakeholders, monitors, evaluates and learns from its work, and integrates cross-cutting themes such as gender and youth into mission programming. It also provides oversight on Agency policy and environmental compliance, and leads on mission reporting and strategic communications and outreach.

DOC activities are of exceptionally broad scope and complexity. In this capacity, the incumbent is responsible for strategically planning, developing, implementing, and administering communications and outreach to promote better

awareness and understanding of U.S. foreign assistance. The DOC is required to professionally and efficiently cooperate and coordinate with mission and embassy officers, USAID headquarters, mission leadership and activity managers, local partners, and implementing partners and external stakeholders to implement strategic, forward-thinking development outreach and communications efforts to increase awareness of USAID assistance programs in Central Asia, both to internal and external audiences. S/he leads the development outreach and communications team across the region and supervises two Foreign Service National (FSN) professionals: (FSN-11, Development Program Specialist and FSN-09, Development Program Assistant).

As required by USAID policy, the DOC liaises with USAID's Asia and Legislative and Public Affairs (LPA) Bureaus in Washington to ensure close coordination and streamlined messaging and learning. The DOC serves the mission as an 'interpreter' of complex USAID processes (e.g. branding and marking, USAID outreach policies and procedures, public relations, media engagement, storytelling, etc.); the messenger of the mission's alignment with USAID strategy and U.S. Foreign Assistance and Policy; facilitator of targeted influential public outreach; and presenter of programming results and accomplishments to internal and external audiences. Target audiences could be journalists, an ambassador, a visiting Congressional delegation, embassy interagency staff, Washington decision makers, implementing partners, or mission staff, thus requiring multifaceted messaging and public relations approaches. The DOC is the principal drafter of or on final clearance for all public materials, including social media, press releases, media engagement, fact sheets, and talking points. The DOC works closely with and coordinates these efforts with the USAID Country Offices in Turkmenistan and with the mission's liaison office in Nur-Sultan, Kazakhstan, and, as needed, the USAID Mission in Tajikistan, Uzbekistan, and the Kyrgyz Republic.

The DOC works closely with interagency teams at the different Central Asian U.S. embassies, principally PAS, and is responsible for pro-actively coordinating closely with these embassies regarding press, media inquiries, messaging, and embassy awareness of and engagement in public events. Balancing the bilateral and U.S. foreign assistance messaging needs of embassies at the same time as strategically messaging the USAID agenda can be challenging and requires a politically savvy DOC with strong interpersonal and communication skills.

The DOC is expected to travel regionally based on the needs of the mission. It is estimated that the DOC will travel at least once a quarter. TDY durations will normally range between 1 – 2 weeks, and could be longer or shorter and more or less frequent depending on mission requirements.

2. Major Duties and Responsibilities:

Specific duties include, but are not limited to, the following:

Management of the DOC Unit (15%)

- Managing the DOC unit including: positively and constructively managing staff and budgets; creating an annual communications and strategy and implementation plan; and setting priorities for the accomplishment of the strategy and plan.
- Supervising two professional staff, including providing on-the-job training and delegating assignments, with clear roles and responsibilities and accountability, who assist in the function and success of the DOC unit
- Ensuring DOC staff has the necessary training, resources, support, and guidance to productively operate with high morale.
- Providing overall strategic direction and coordinating DOC efforts with USAID communications liaisons in country offices to ensure consistent messaging and quality communications products across the region.
- Serving as the senior advisor to mission management regarding all public information, media relations, and outreach matters.
- Overseeing the publication of materials and social media campaigns.
- Supervising the maintenance of DOC programmatic records, communications materials, and files.
- Managing the mission website and the internal SPO website.
- Building and maintaining high-level contacts within the larger U.S. Government community and with implementing partners and other stakeholders in the region,
- Maintaining up-to-date knowledge of all USAID/Central Asia strategies, objectives, activities, and processes, as well as a keen awareness of political and policy issues.
- Serving as a resident expert on USAID branding and style guidelines as outlined in ADS 320 and the Agency's Graphic Standards Manual.

USAID/Central Asia Communications and Outreach Strategy and Implementation (60%)

- Developing an annual communications and outreach strategy and implementation plan, with resource demands and activity leads, in-line with LPA's Mission Communications Plan guidance and the Embassy Public Affairs Sections (PAS). The mission understands situations change and ad hoc needs will need to be accommodated throughout the year. To the extent possible, indicators should be created, measured, and reported to illustrate the impact of communications and outreach efforts, and applied to subsequent years' strategic planning.

- Establishing and managing relationships with Embassy PAS with clear lines of authority, reasonable expectations, and process protocols.
- Establishing and managing a relationship with the Asia Bureau's communications team; maintaining the mission's input into the bureau's communications calendar and events.
- Strengthening the mission's reporting functions, such as the annual Performance Plan and Report (PPR), working with the broader SPO team.
- The strategy/plan should take into consideration the cost/benefit of inputs and outputs to optimize communications efforts, tools, and distribution to the broadest audiences possible.
- Counseling the mission on the selection, targeting, and placement of potential DOC materials in keeping with U.S. and mission strategy and objectives.
- Identifying and focusing on key sectors that have a local appeal and elevate U.S. and Mission interests.
- Overseeing the drafting, editing, and dissemination of timely and accurate information, fact sheets, press releases, newsletters, brochures, presentations, responses for requests for information, and all other public information materials relating to USAID/Central Asia's activities.
- Managing the Mission's social media platforms.
- Ensuring that publicity and communications/outreach materials are non-controversial and uphold U.S. values and development objectives.
- Ensuring that materials are expertly written and/or edited, visually appealing, compliant with U.S. and USAID requirements, purposeful, and contain a human-interest element, where applicable.
- Establishing and implementing policies and procedures for mission communications that clarify roles and responsibilities within the mission and embassy and with implementing partners.
- Creating templates and processes for various communications tools, standards for creating and finalizing DOC materials, and guidelines for planning and managing events.
- In coordination with the mission's monitoring and evaluation specialist, plan and implement outreach and communications to raise awareness of USAID and U.S. foreign assistance activities. Support performance monitoring to the extent it supports the missions learning, communications, and outreach requirements.
- Overseeing all media activities including summarizing of articles and broadcasts, and monitoring media trends that affect the USAID portfolio. Monitoring press to keep abreast of coverage that relates to USAID's strategy, objectives, and activities, or items of interest for mission leadership and staff. Tracking and catalog USAID press coverage.
- Working with PAS to arrange interviews, briefings, and tours of USAID activities, as appropriate.
- Drafting and/or editing press releases in coordinate with mission technical staff and PAS to produce timely, accurate, purposeful written material for local media and other outlets.
- Working with PAS to expand opportunities for coverage of USAID assistance. Helping mission technical offices define and identify appropriate outlets for communications and outreach, including advising implementing partners.
- Supporting activities that present mission programs to the public, which may include a range of communications tools and distribution to a variety of audiences.
- Training USAID's technical and implementing partners throughout the region on outreach and communications requirements and best practices.
- Overseeing the production of key periodic materials, including monthly newsletter, Asia Bureau Weeklies, website updates, and others deemed necessary.
- Managing the posting of all event information and materials to the Mission website, USAID main website, and social media platforms.
- Maintaining the Mission story database and other repositories of DOC materials.

Process Management, Writing, and Editing (25%)

- Editing official reports, and correspondence by the mission, including annual reports, funding requests, and communications materials. Responsible for ensuring documents meet quality standards.
- Supporting field travel and public outreach for the Regional Mission Director and Deputy Mission Director, as well as VIPs and the Ambassador and Deputy Chief of Mission, for USAID-related matters. Ensuring background papers, scene setters, schedules, talking points, and speeches meet quality and formatting standards and time requirements.
- Reviewing/editing/clearing for SPO press releases, proposed speeches, and other communications and outreach materials to ensure quality, propriety in terms of sensitivity to local culture, and accuracy of content. Ensure that all materials meet USAID branding guidance. Coordinate recommended edits, revisions, and clearances with appropriate staff. It is not the responsibility of the DOC to do the work for technical staff.
- Overseeing the integration of communications in project design and implementation processes, including the approval of all branding and marking plans.

Performing other duties/activities that the U.S. Ambassador, USAID Regional Mission Director and Deputy Mission Director, SPO Director, and/or USAID/Washington may dictate.

PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. GENERAL: Must be a U.S. citizen. Must be able to obtain a U.S. Government "FACILITY ACCESS" security clearance. Must be able to secure a medical clearance to serve in Central Asia. Must be willing to travel throughout the five countries in Central Asia. Must have High Threat Security Overseas Seminar (HTSOS) and Foreign Affairs Counter Threat (FACT) trainings before arriving at post. Available and willing to commit to the Contract Performance Period of 24 months. Advisable to conduct a one-week consultation in DC prior to arrival at post.

2. EDUCATION: At a minimum, a Bachelor's degree is required, but a Master's degree is preferred, with significant coursework in relevant fields including, but not limited to, journalism, communications, public relations or affairs, international development, or community advocacy/engagement.

3. PRIOR WORK EXPERIENCE: At least eight years of progressively responsible experience in public relations, communications and outreach, international development, and/or community advocacy, preferably working in a developing country context.

4. SKILLS AND ABILITIES: Strong and demonstrated knowledge of the principles and practices of personnel management. Excellent written and verbal communication skills with a demonstrated ability to present highly technical material into easy to understand narratives to non-technical audiences and decision makers. Exceptional analytical and editing skills. Excellent organizational and critical thinking skills. Strong, working knowledge of Microsoft Office and Internet applications. Knowledge of website content management systems, desktop publishing, and Adobe Creative Suite preferred. A broad understanding of issues related to international development and transition economies, as well as the political, social and economic conditions in Central Asia. Knowledge of procedures and programming methods and approaches of USAID or other international donors is preferred. Superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion. Demonstrated ability to work independently, managing several activities at once, and to work under pressure to meet very short deadlines while exercising sound independent professional judgment. Ability to maintain superior levels of professionalism while working under pressure in a fast-paced and sometimes difficult environment. Exceptional interpersonal skills with the ability to influence relationships positively. Willingness to assume duties and responsibilities in all communications areas, as needed.

5. INTERPERSONAL AND LEADERSHIP SKILLS: Exceptional and positive leadership, communication, and interpersonal skills and demonstrated ability and willingness to function collaboratively and productively as both a leader and a member of a multi-disciplinary and multi-cultural team. Must have the ability to work effectively in a team environment to achieve consensus on policies, activities and administrative matters and to influence relationships positively. Proven ability to work well in complex institutional settings and to develop networks of relationships that facilitate collaboration among colleagues and a genuine interest in positively assisting USAID staff. Must exercise discretion, tact, and diplomacy especially when dealing with politically sensitive issues, must be able to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts. Strong oral and written communication skills at the level of a native English speaker, and an ability to work with a range of senior and technical officials in a collegial and productive way. Must be able to present self diplomatically and professionally in diverse situations, both in the office and as a representative of the U.S. in public settings. Technical skills alone are not sufficient to be selected for this position.

6. LANGUAGE SKILLS: Native or superior level of professional English and proven ability to communicate diplomatically/professionally, clearly, and concisely, both orally and in writing, especially complex technical information for a non-technical audience. Excellent English language editing skills are critical. Russian or a Central Asian language experience not required but looked upon favorably.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above

required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

Applicants will be evaluated against the following criteria (100 points total):

1. Education and Training (10 points)

- Higher Education Achievement – minimum requirement Bachelor's degree in a relevant field, Master's degree preferred.
- Experience with Microsoft Office applications; familiarity with Adobe Suite; experience working with social media platforms; and content management.

2. Technical Knowledge/Work Experience (45 points)

- At least eight years of experience in related fields, such as public relations, community outreach, or international development communications.
- Experience in development outreach and communications; community engagement; writing, journalism, website content management; presentation skills.
- Experience supervising staff and work flows, working as a team member, and providing leadership in the areas of her/his competencies.
- Demonstrated success in developing and disseminating information to a variety of target audiences.
- Demonstrated success in designing and implementing effective strategic communications plans and campaigns targeted at specific audiences as well as the general public.
- Demonstrated ability to craft information messages in various media formats targeting a variety of audiences concurrently.
- Evidence of broad understanding of issues related to international development, U.S. Foreign Assistance policy, and transition economies.
- Extensive writing and editing experience.
- Demonstrated ability to establish and maintain collegial relations with internal and external contacts, and exercise sound judgement in diplomatically/professionally representing the U.S. while discussing development programming and results with diverse stakeholders.
- Previous work experience with the U.S. Government or another international development organization in an overseas context is highly desirable.

3. Communications Skills/Group Dynamics (30 points)

- Applicants must provide three writing samples with their application. Preferably 650 to 800 words each written within the last 12 months, the samples can be excerpts from larger articles or papers and do not have to concern development or be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be written by the applicant; co-written or supported articles are not accepted.
- Demonstrate effective team leadership skills and the ability to work effectively as a member of a multi-disciplinary, multi-cultural team.
- Ability to make cogent arguments clearly and succinctly in written and oral presentations.
- Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timelines, processes, and structural requirements.
- Ability to take direction and also work independently, managing several staff and activities at once, and to work under pressure to meet very short deadlines.
- Evidence of successfully leading teams and diverse groups of people with empathy and technical support.
- Evidence of outstanding coordination and organizational skills.

4. Past performance/reference checks (15 points)

- Applicants must provide at least three professional references with current contact information, preferably both an e-mail address and a telephone number. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.
- In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria.

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only short-listed finalists will be contacted by USAID with respect to their applications.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate. Reference checks will be conducted only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's application.

The final selected candidate must obtain a Secret-level Security Clearance and medical clearance to work in Central Asia within a reasonable period of time (USAID will provide details regarding these requirements to the selected candidate). A substantial delay in obtaining either the medical clearance or background check may make the applicant ineligible for selection.

TERM OF PERFORMANCE

The base term of the contract will be for a period of two years, which may be extended upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

SECURITY AND MEDICAL CLEARANCE

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Central Asia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If a candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

VI. SUBMITTING AN OFFER

Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: centralasiajobs@usaid.gov, citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/documents/offeror-information-personal-services-contracts-individuals-aid-309-2>.
2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. Cover letter and current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in Section III of this solicitation.
5. Applicants must provide a minimum of three references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. To ensure consideration of offers for the intended position. Offerors must prominently reference the Solicitation number in the offer submission.
7. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors – The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be

terminated.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the instructions about how to complete and submit the following forms will be provided. <http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS (if applicable)

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave
- (g) Medevac insurance
- (h) Access to Embassy medical facilities when in Almaty, Kazakhstan
- (i) Paid Parental Leave Benefit
- (j) Relocation Expense Benefit

2. ALLOWANCES: (if Applicable)

The following allowances may be provided for PSCs located in foreign countries using rates prescribed under the Department of State Standardized Regulations (Government Civilian Foreign areas) available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101:

- (a) Post Allowance (Section 220)
- (b) Separate Maintenance Allowance (Section 260)
- (c) Education Allowance (Section 270)
- (d) Education Travel (Section 280)
- (e) Post Differential (Chapter 500), and
- (f) Payments during Evacuation/Authorized Departure (Section 600)

VII. TAXES

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant AIDAR deviation or other policy text as applicable by the type of USPSC.]

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.